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**To:** RFQ, Architectural Services

**From:** J. Frank Brendlinger, CSBO

**Date:** 10/6/2022

**Memo:** FY 2023 Roofing Project

**Background:**

On October 3, 2022 Darien Public School District #61 opened a Request for Qualification Proposal (RFQ). The original (RFQ) included the Darien Architect Bid packet and Darien Attachment A. This memo is an addition to said items.

**FY 2023 Roofing Project:**

Eisenhower Jr. High and Mark Delay School are in need of roof reconstruction. The roof needs for these two schools can be seen in the Darien Attachment A: Facilities Condition Assessment.

The desire is to have an architect in place by October 25, 2022. With the expectation to have architectural plans ready for the purpose to go out to bid by December 2022. This will put the District in position to begin the roof construction on both schools by June 2023.

Is the above time table feasible for your Architectural/Engineering service organization?  
Please answer yes or no and provide notes supporting your answer.

- YES
- NO

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Eisenhower Junior High School  
1410 75th Street  
Darien, IL 60561  
630-964-5200

Lace Elementary School  
7414 Cass Avenue  
Darien, IL 60561  
630-968-2589

Mark DeLay Elementary School  
6801 Wilmette Avenue  
Darien, IL 60561  
630-852-0200